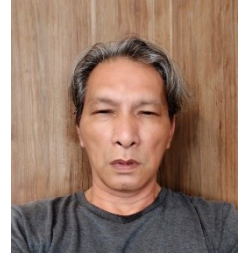


## ROBERTO JOSE M. TAN

1011-A, CMW-Roxas East, The Residences at Commonwealth Century, Amsterdam Ave.,  
Don Antonio Drive, Batasan Hills, Quezon City, 1126  
+639150978116  
Robert.tan1068@gmail.com



### Objective:

To start utilizing my experience and acquired skills in creative writing, entrepreneurship, sales management, product management, account management, project management, and business development to help develop and augment organizations whose aim is to improve the world as we know it for the youth of the future.

### Professional Summary:

A seasoned entrepreneur with extensive experience in sales, marketing, and business development. I possess a strong track record in capturing market share, increasing profits, and managing key accounts and large-scale projects from concept to completion. My expertise includes new product development, sales forecasting, and launching innovative products and services. I excel in delivering persuasive presentations and building strong relationships with decision-makers, executives, and end-users. Known for my entrepreneurial spirit, I lead with a pragmatic approach, forecast trends, and prepare strategically to drive business growth. I am highly skilled in time management, goal setting, and leading productive teams in dynamic, multi-tasking environments.

### Professional Experience:

November 14, 2022 – December 7, 2023

#### Executive

EXL Services Philippines Inc.  
8/F North Tower 1, EDSA cor. North Ave. Quezon City, 1106

- Customer Service
- Financial Account

Provided exceptional customer service in a financial account, ensuring client satisfaction and addressing their needs promptly.

2019 – PRESENT

#### Author

[www.lnkstone.webnovel.com](http://www.lnkstone.webnovel.com)

[www.webnovel.com](http://www.webnovel.com)

Pseudonym: Buhawi N.M.A.

Published: Ang Nobela ng mga Bukas, 2020  
Opening Oneself for Tomorrows, 2020  
Anghel (Guardian Angel), 2020

- Creative Writer

Published several works under the pseudonym Buhawi N.M.A., including *Ang Nobela ng mga Bukas* and *Anghel (Guardian Angel)*.

Crafted compelling narratives that resonate with a diverse audience, showcasing creative writing skills.

September 29, 2011 – January 2020

**Chief Operating Officer**

DG/Summit Development Co.

8 Coronet Street, West Fairview 1118, Quezon City

- Sales & Marketing
- Account Management
- Business Development
- Special Projects
- Authorized Maynilad Distributor and Service Provider

Directed operations, sales, and marketing for a partnership servicing the fabrication of metal products and special projects for Maynilad Manila Water Services.

Successfully led account management, business development, and strategic projects, driving growth and innovation..

July 23, 2015 – January 2020

**Chief Executive Officer**

eCREATE (Empower Consumer Renewable Energy & Technology, Inc.

8 Coronet Street, West Fairview 1118, Quezon City

- Sales & Marketing
- Account Management
- Business Development
- Special Projects
- Renewable Energy – Distributed Generation
- Authorized DoE Distributor and Service Provider

Spearheaded organizational formation, developed foreign partnerships, and completed R&D for Renewable Energy Distributed Generation projects.

Authored a Technical Plan for a national poverty alleviation initiative, demonstrating a commitment to social impact.

Co-founded: 1. e.Dais Production House, Inc. – a proposed private consolidated media company managed by competent and erudite youth, inspired by Development Communication, which will be responsible in introducing the program to the general public. Mobilization – Initial phase.

2. Fisher of Men Foundation – a proposed non-profit organization for opportunity-devoid Filipinos for personal advancement, community advancements & people development, self-sufficiency, livelihood, and power. Anonymous and an amorphous entity to oversee and ensure the delivery of the program general by a private initiative synergy to the intended beneficiaries and guarantee the mission objective of alleviating poverty, and all other directives of the catalyst program. Will serve as a banner program executor for other sympathetic organizations and formed allies.

August 2014 – January 2015

**Customer Service Representative (CSR)**

**TELETECH**

Robinsons Mall, Fairview, Quezon City

*Account: COMCAST*

- Customer Service
- Telecom & Internet Account
- Sales

Delivered customer support for COMCAST, managing telecom and internet accounts, sales, and service activation.

November 20, 2009 – January 25, 2013

**Executive Director**  
**DIGITAL SYSTEMS AND DESIGN CORPORATION**  
**(DIGISYS)**  
# 30 Doña Rosario St., Novaliches, Quezon City

- Sales & Marketing
- Digital Marketing
- Account Management
- Business Development
- Special Projects
- Safety and Quality Control for National Utility Companies
- Web Services and Consultancy
- Community Based B2B and B2C Channels Development
- Authorized Maynilad and Manila Water Distributor and Service Provider

Led sales, marketing, and business development, driving 700% revenue growth in seven months.

Developed and implemented comprehensive business, marketing, and expansion plans, overcoming industry challenges.

**CHALLENGES:** Lack of Capitalization, Dominant Competition, Non-Strategic Location and Downtrend in the Industry.

**ADVANTAGES:** Price factor, Innovativeness and Channel Opportunities. Provided Work or Supplemental Income to individuals who want to put up a sales agency and freelance production Individuals. Providing unique marketing plan and promotion campaigns for clients.

December 31, 2009-Indefinite

**Part-Time Real Estate Agent**  
**PHINMA PROPERTIES HOLDING CORP.**  
**CENTURY PROPERTIES GROUP INC.**

First to integrate Social Media Marketing in the industry.

July 12, 2001- August 15, 2003

**Area Sales Manager**  
**WEB SALES INCORPORATED**  
A One Hundred Services Inc. Affiliate Company  
8th Floor, DPC Place 2322 Chino Roces Ave., Makati City

- Sales & Marketing
- Account Management
- Business Development
- Special Projects
- Web Services and Consultancy
- Web Advertising

One of the pioneers of the company. Managed all aspects of the sales cycle and account management which increased company sales from 0.9M in 2001, to 3.1M in 2002 and 4.2M in 2003. Directed a 10 or more-person account executives which was consistently named as "The Company's Top Team Performers" for Years 2001 -2003.

**REASONS FOR JOINING:** Affiliate of a major company. The challenge of helping in the growth of a company with a forward vision.

**REASONS FOR MOVING:** Management struggle for control thereby affecting operations to the point of irreconcilable proportions.

September 1998- October 2001

**President/Proprietor**  
**FAST PACE COMPUTERS**  
2316 Herrera Tower, Herrera St., Salcedo Vill., Makati City

- Sales & Marketing

- Account Management
- Business Development
- Special Projects
- Web Services and Consultancy
- Web Advertising

An Apple Philippines pioneer. Managed the day-to-day business operations and was responsible in directing and leading the Sales, Marketing, and Business Development Groups. Strongly performed direct sales, advertising, marketing communications and technology advocacy to all local dealerships and regional partners, Local and Foreign Affiliated Advertising Agencies, Desktop Publishers, and Graphic Design Companies.

*CHALLENGES:* Started the Company from the ground up. Lack of Capitalization (partially overcame). Sudden Growth in Competition with Larger Resources. Price War Ensued, Thinner Margins and Ripple Effect of Economic Crunch caused by Local and Regional Events.

*ADVANTAGES:* Training, Value Added Service, Deep Understanding of Clients Needs and Providing Concrete Solutions.

November 20, 1996-July 1998

**Chief Mac Fellow**  
**GENERIC TECHNOLOGIES PHILS., INC.**  
 1105 Herrera Tower, Herrera St., Salcedo  
 Village, Makati City

- Sales & Marketing
- Account Management
- Business Development
- Local and Multi-national Advertising Agency Niche Market
- Authorized Apple Phils. Distributor and Service Provider

Managed operations and sales, developing business strategies and integrating regional product offerings.

*REASONS FOR JOINING:* To explore the IT Industry. To Experience working with a Company with Regional Affiliations, Travel Opportunity and Regional Training Exposures. The Challenge of Assisting in Running the Philippine Office.

*REASONS FOR LEAVING:* Company nearing fold-up due to Regional Financial Crisis.

1995 – 1996

**Property Officer**  
**ACA Video & Laser Tech Incorporated**  
 9 Scout Fuentebella, Q.C.

- Logistics and Property Manager

Defined roles and responsibilities in Supervision of ten (10) assigned Personnel; Administration, Property, Inventory and Materials Management; Logistics and Warehousing,

*REASONS FOR JOINING:* The “work” offered.

*REASONS FOR LEAVING:* Better career opportunities

1992 – 1995

**Accounting/Finance Officer**  
**Amalgamated Battery Components, Inc. (ABCI)**  
 140 General Luis St., Q.C.

- General Accounting
- Inventory and Materials Management
- Logistics and Warehousing
- Payroll

- Cost Accounting, and other Administrative functions.

## Education:

### Centro Escolar University

Mendiola, Manila  
BSC-Accounting, 1991

### Saint Anthony Nova School

Novaliches, Quezon City  
High School, 1987

### Queen's Row Elementary School

Bacoor, Cavite, 1983  
Elementary

## Skills:

Proficient in Computers and Internet Use. Advance knowledge in Website creation and On-line marketing. Knowledge in Graphic Design, Computer Animation, Web Applications, some knowledge in Macromedia Flash and Adobe Premiere, Cloud and internet of things (IoT).

Expertise in Strategic Planning, Organizational Development and Sales Management.

Outstanding Oral and Written Communications Skills in English and Pilipino.

Highly equipped with entrepreneurial skills and pragmatic in nature

## Seminars and Trainings Attended:

Year	Course	Sponsored by
1991	T.Q.C. Orientation and Presentation	RAMCAR
1995	Time Management Human Relations	AMA Computer College AMA Computer College
2003	Workshop on Enhancement of Self-Esteem and Effective Sales	Directories Philippines Inc.
2003 – 2004	Academic Units without Credits:  Managerial Finance International Business Law Data Analysis & Decision Making	University of Western Australia  prof. Mr. Ian Dunlop (UWA) prof. Atty. Meilou Sereno prof. Dr. Jose Ramon Albert
2024	Project Management – Humanitarian & Development Sector Executive Diploma in Strategic Project Management Digital Marketing Email Management Leads Generation Social Media Marketing Video Editing Basic Google Ads Web Dev't with WordPress	IMPACT, Disaster Ready.org  UNIATHENA UNIATHENA VAME VAME VAME VAME VAME VAME VAME

Canva and Canva 2  
Copywriting  
Cold Email Marketing  
Persuasive Copywriting  
Introduction to Cloud Computing  
and DevOps  
Virtual Assistant Training  
Virtual Assistant Training

VAME  
VAME  
VAME  
COPYWRITING DOJO PHILS.  
  
AZURE  
AI POLYGOT  
Clairvoyance

### Scores on Government Given Exams:

1984                      NCEE    95%

### Personal Information:

Date of Birth	10 May 1968
Place of Birth	Manila, Philippines
Civil Status	Separated with three (3) children
Height	5'7"
Weight	160 lbs.
Citizenship	Filipino
Religion	Catholic